



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Transmit Determination

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number

___P.1.4___

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A decision to approve or reject a valuation after review.
1.2 Process Overview	If the valuation was conducted as input to a wide-area plan, the report is transmitted to the planning team. Otherwise, the approved or rejected valuation report with review statement is transmitted to the requestor. All work files and a copy of the report are retained indefinitely by the preparer and the original report is stored by the case file holder.
1.3 Stops With	A transmitted and filed approved valuation or a transmitted rejected valuation with review statement.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
Objective 4.4 Appraisals: Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
If a tribe has contracted or compacted the appraisal program and is also a beneficiary, a valuation report still requires OAS review and approval. After review, the appraisal is returned to the tribe for its use.



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4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
Tribes	Tribal Office		Receive valuation report, record received date.
DOI National Business Center	Office of Appraisal Services		Deliver approved appraisal to the requestor. Update the request tracking system. Retain a file copy of the report.
BIA	Regional Office Agency/Field Office		Transmit timber valuations to the requestor.
BLM	Regional Office		Transmit sand, gravel, coal, mineral, oil or gas deposit valuations, for leasing activity, to the requestor.
BIA	Regional Office Agency/Field Office		Receive valuation report, record received date. Retain the original valuation report in the case file.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
None	



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- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
None		

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
Approved valuation	
Rejected valuation with review statement	

6.2 Outputs

Output	Description
Transmitted and filed valuation	A transmitted and filed appraisal report, feasibility study, investment analysis, or other document indicating the determined value of the land and natural resources to be encompassed in the plan.
Rejection notice / review statement	If a valuation is rejected after review, a rejection notice is provided to the review requestor.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See Schedule 1 Attached		



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7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Appraisal Handbook	Ensure consistency. A set of guidelines for developing and reporting opinions of value of Trust properties.	Internal control document produced by the BIA while appraisers were part of BIA. The Handbook is in draft form and is currently being revised.

8. Mechanisms (Systems of Record) Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Request tracking system	Sequential numbering system and date stamp to record valuation status.

9. Inter-Process Relationships Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors. Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
P.1.3	Review Valuation	An approved or rejected valuation is ready to be returned to the requestor.

9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
P.2.2.2	Collect Pertinent Data	Data from an approved wide-area valuation will be included in the development of the macro-level plan.
P.3.1	Coordinate and Deliver Planning Assistance	Data from an approved wide-area valuation will be included in the development of the beneficiary-developed plan.



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Process No.	Name	Condition of Relationship
B.3	BRDM: Communicate Information	Approval or rejection notification of a valuation after DOI review to be communicated to a beneficiary. An approved valuation is ready for distribution
UM.1.1	LNRUM: Establish Management Unit Baseline	An approved management unit valuation is ready for implementation.
O.1.1	Receive and Review Application Request	Approval or rejection notification of a conveyance-related valuation after DOI review.
O.3.1	Prepare Probate Case	Approval or rejection notification of a probate-related valuation after DOI review.
UM.2.1.3	LNRUM: Process Land Use Application	A completed valuation is transmitted for a site-specific valuation in a land use transaction, e.g., commercial lease.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
	None